

**EQIP FY2005 PACIFIC BASIN APPLICATION PROCESS**  
(Two Sign-Up Periods)

Steps in Application Process	Responsible Party	Deadline
<b>STEP 1. Submit Application Package (ROUND 1: December 22, 2004 through April 15, 2005)</b>		
<p>Applicants submit the following documents (completed and signed) to the local NRCS Field Office or FSA County Office:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Form CCC-1200 and Appendix</li> <li><input type="checkbox"/> Concurrence Letter (if applicant is leasing land, the landowner must give written permission to allow the installation of structural practices)</li> <li><input type="checkbox"/> Proof of Control of Land (such as lease, deed, or property tax assessment form)</li> <li><input type="checkbox"/> FSA Form CCC-502</li> <li><input type="checkbox"/> FSA Form CCC-501 (when applicable, for entities or corporations)</li> <li><input type="checkbox"/> FSA Form AD-1026 (HEL/WC)</li> <li><input type="checkbox"/> FSA Form CCC-526 (Payment Eligibility Average Adjusted Gross Income Certification, AGI)</li> <li><input type="checkbox"/> Form NRCS-CPA-38 (if applicable, Request for Wetland Determination/Delineation)</li> <li><input type="checkbox"/> NRCS Release Form (Privacy Act – authorizes NRCS to release conservation plan information)</li> <li><input type="checkbox"/> Applicant Information Form</li> <li><input type="checkbox"/> Applicant Responsibility to Contact FSA form</li> </ul>	<p style="text-align: center;"><b>Applicant</b></p> <p>(If necessary, and to the extent practicable, NRCS will assist the applicant in completing or correcting applications that contain missing, inaccurate, or illegible information through the most expedient means available. Any corrections to an application shall have the authorization of the applicant and must be initialed by the NRCS employee.)</p>	<p style="text-align: center;">December 22, 2004</p>
Forward application material to NRCS Field Office.	<b>SWCD &amp; FSA</b>	Within 5 days of receipt
<b>Administrative Activities during sign up</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check Application Package documents for completeness.</li> <li><input type="checkbox"/> Date stamp CCC-1200, Appendix and all other application material.</li> <li><input type="checkbox"/> Include note in date stamp: 'date forwarded to FSA', on forms: CCC-502, CCC-501, AD-1026, and CCC-526.</li> <li><input type="checkbox"/> Make copies of CCC-502, CCC-501, AD-1026, NRCS-CPA-38, and CCC-526.</li> <li><input type="checkbox"/> Give originals to FSA.</li> </ul>	<b>NRCS Field Office/Applicant</b>	As received
<input type="checkbox"/> Enter all applications into ProTracts.	<b>NRCS Field Office</b>	As received
<input type="checkbox"/> Enter applicants into SCIMS and import applicant's SCIMS data into ProTracts.	<b>NRCS Field Office</b>	As received
<input type="checkbox"/> Prepare a list of all applications received for this sign-up period. If in American Samoa, send a copy of the list to Pona T. Ala. If in CNMI or Guam send a copy of the list to Thomas Camacho.	<b>NRCS Field Office</b>	December 30, 2004
<b>STEP 2. Determine Program Eligibility (ROUND 1: December 22, 2004 through April 15, 2005)</b>		
<input type="checkbox"/> Last day for Applicants to submit FSA determinations for forms AD-1026, CCC-526, CCC-501, and CCC-502.	<b>FSA/Applicant</b>	January 31, 2005
<input type="checkbox"/> Determine Producer Eligibility.	<b>NRCS Field Office</b>	March 4, 2005
<input type="checkbox"/> Determine Land Eligibility.	<b>NRCS Field Office</b>	March 4, 2005
<b>Administrative Activities before ranking applications</b>		
<input type="checkbox"/> Verify that the applicants do not exceed program payment limitations.	<b>NRCS Field Office</b>	March 4, 2005
<input type="checkbox"/> Verify farm and tract numbers.	<b>NRCS Field Office</b>	March 4, 2005
<input type="checkbox"/> Verify the applicants meet compliance requirements for AGI and HEL/WC.	<b>NRCS Field Office</b>	March 4, 2005
<input type="checkbox"/> Send letter to ineligible applicants.	<b>NRCS Field Office</b>	March 4, 2005

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<b>Steps in Application Process</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>STEP 3. Rank and Select Eligible Applicants for Contracting (ROUND 1: December 22, 2004 through April 15, 2005)</b>		
<input type="checkbox"/> Complete the FY2005 EQIP Ranking Criteria Worksheets and forward electronic version of ranking criteria worksheets to Pacific Basin Area Office for application ranking and selection.	<b>NRCS Field Office</b>	March 11, 2005
<input type="checkbox"/> Input practice cost information into ProTracts to develop form AD-1155, Conservation Plan and Schedule of Operations.	<b>NRCS Field Office</b>	March 14, 2005
<input type="checkbox"/> Rank applications, select for contracting, and report applicant status back to Field Office	<b>Pacific Basin Area Office</b>	March 16, 2005
<input type="checkbox"/> Send Selection, Deferment, or Disapproval status letter to applicants.	<b>NRCS Field Office</b>	March 18, 2005
<b><i>Administrative Activities after selection of application for contracting</i></b>		
<input type="checkbox"/> Request vendor code for participant, if one has not already been established in FFIS.	<b>NRCS Field Office</b>	March 18, 2005
<input type="checkbox"/> Derive name, address and vendor type information from SCIMS.	<b>NRCS Field Office</b>	March 18, 2005
<input type="checkbox"/> Enter the bank routing and account information in ProTracts from signed SF-1199a (If available at this time)	<b>NRCS Field Office</b>	March 18, 2005
<b>STEP 4. Complete/Finalize Conservation Plans and Contracts for Funded Applications (ROUND 1: December 22, 2004 through April 15, 2005)</b>		
<input type="checkbox"/> Finalize Conservation Plans for selected applications.	<b>NRCS Field Office and Applicant</b>	March 25, 2005
<input type="checkbox"/> Develop contracts (CCC-1200) and Conservation Plan and Schedule of Operations (AD-1155 and obtain Applicant's signature on Block 10 of ProTracts generated CCC-1200.	<b>NRCS Field Office and Applicant</b>	April 4, 2005
<input type="checkbox"/> Forward an electronic version of the contract (CCC-1200) and conservation plan and schedule of operations (AD-1155) to the Pacific Basin Area Office for review and signature by the State Resource Conservationist. <b>NOTE:</b> Regional Assistant Chief shall approve or disapprove within 30 calendar days of submission any contract greater than \$100,000.	<b>NRCS Field Office</b>	April 11, 2005
<input type="checkbox"/> Return signed contracts to Field Office with status report	<b>Pacific Basin Area Office</b>	April 14, 2005
<input type="checkbox"/> Send contract approval letter to Applicants.	<b>NRCS Field Office</b>	April 15, 2005
<b>STEP 5. Implement Practices (ROUND 1: December 22, 2004 through April 15, 2005)</b>		
<input type="checkbox"/> Participant implements practices after receiving official contract approval letter.	<b>Participant</b>	

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Steps in Application Process- ROUND 2	Responsible Party	Deadline
<b>STEP 1. Submit Application Package (ROUND 2: April 22, 2005 through August 12, 2005)</b>		
<p>Submit the following documents (completed and signed) to the local NRCS Field Office or FSA County Office:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Form CCC-1200 and Appendix</li> <li><input type="checkbox"/> Concurrence Letter (if applicant is leasing land, the landowner must give written permission to allow the installation of structural practices)</li> <li><input type="checkbox"/> Proof of Control of Land (such as lease, deed, or property tax assessment form)</li> <li><input type="checkbox"/> FSA Form CCC-502</li> <li><input type="checkbox"/> FSA Form CCC-501 (when applicable, for entities or corporations)</li> <li><input type="checkbox"/> FSA Form AD-1026 (HEL/WC)</li> <li><input type="checkbox"/> FSA Form CCC-526 (Payment Eligibility Average Adjusted Gross Income Certification, AGI)</li> <li><input type="checkbox"/> Form NRCS-CPA-38 (if applicable, Request for Wetland Determination/Delineation)</li> <li><input type="checkbox"/> NRCS Release Form (Privacy Act – authorizes NRCS to release conservation plan information)</li> <li><input type="checkbox"/> Applicant Information Form</li> <li><input type="checkbox"/> Applicant Responsibility to Contact FSA form</li> </ul>	<p style="text-align: center;"><b>Applicant</b></p> <p>(If necessary, and to the extent practicable, NRCS will assist the applicant in completing or correcting applications that contain missing, inaccurate, or illegible information through the most expedient means available. Any corrections to an application shall have the authorization of the applicant and must be initialed by the NRCS employee.)</p>	April 22, 2005
Forward application material to NRCS Field Office.	<b>SWCD &amp; FSA</b>	Within 5 days of receipt
<b>Administrative Activities during sign up</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check Application Package documents for completeness.</li> <li><input type="checkbox"/> Date stamp CCC-1200, Appendix and all other application material.</li> <li><input type="checkbox"/> Include note in date stamp: 'date forwarded to FSA', on forms: CCC-502, CCC-501, AD-1026, and CCC-526.</li> <li><input type="checkbox"/> Make copies of CCC-502, CCC-501, AD-1026, NRCS-CPA-38, and CCC-526.</li> <li><input type="checkbox"/> Give originals to FSA.</li> </ul>	<b>NRCS Field Office/Applicant</b>	As received
<input type="checkbox"/> Enter all applications into ProTracts.	<b>NRCS Field Office</b>	As received
<input type="checkbox"/> Enter applicant into SCIMS and import applicant's SCIMS data into ProTracts.	<b>NRCS Field Office</b>	As received
<input type="checkbox"/> Prepare a list of all applications received for this sign-up period. Send a copy of the list to FSA.	<b>NRCS Field Office</b>	April 29, 2005
<b>STEP 2. Determine Program Eligibility (ROUND 2: April 22, 2005 through August 12, 2005)</b>		
<input type="checkbox"/> Last day for Applicant to submit FSA determinations for forms AD-1026, CCC-526, CCC-501, and CCC-502.	<b>FSA/Applicant</b>	June 1, 2005
<input type="checkbox"/> Determine Producer Eligibility.	<b>NRCS Field Office</b>	July 1, 2005
<input type="checkbox"/> Determine Land Eligibility.	<b>NRCS Field Office</b>	July 1, 2005
<b>Administrative Activities before ranking applications</b>		
<input type="checkbox"/> Verify that the applicant does not exceed program payment limitations.	<b>NRCS Field Office</b>	July 1, 2005
<input type="checkbox"/> Verify farm and tract numbers.	<b>NRCS Field Office</b>	July 1, 2005
<input type="checkbox"/> Verify the applicant meets compliance requirements for AGI and HEL/WC.	<b>NRCS Field Office</b>	July 1, 2005
<input type="checkbox"/> Send letter to ineligible applicants.	<b>NRCS Field Office</b>	July 1, 2005

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<b>Steps in Application Process- ROUND 2</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>STEP 3. Rank and Select Eligible Applicants for Contracting (ROUND 2: April 22, 2005 through August 12, 2005)</b>		
<input type="checkbox"/> Complete the FY2005 EQIP Ranking Criteria Worksheet and forward electronic version of ranking criteria worksheets to Pacific Basin Area Office for application ranking and selection.	<b>NRCS Field Office</b>	July 11, 2005
<input type="checkbox"/> Input practice cost information into ProTracts to develop form AD-1155, Conservation Plan and Schedule of Operations.	<b>NRCS Field Office</b>	July 12, 2005
<input type="checkbox"/> Rank applications, select for contracting, and report applicant status back to Field Office	<b>Pacific Basin Area Office</b>	July 14, 2005
<input type="checkbox"/> Send Selection, Deferment, or Disapproval status letter to applicants.	<b>NRCS Field Office</b>	July 15, 2005
<b><i>Administrative Activities after selection of application for contracting</i></b>		
<input type="checkbox"/> Request vendor code for participant, if one has not already been established in FFIS.	<b>NRCS Field Office</b>	July 15, 2005
<input type="checkbox"/> Derive name, address and vendor type information from SCIMS.	<b>NRCS Field Office</b>	July 15, 2005
<input type="checkbox"/> Enter the bank routing and account information in ProTracts from signed SF-1199a (If available at this time)	<b>NRCS Field Office</b>	July 15, 2005
<b>STEP 4. Complete/Finalize Conservation Plans and Contracts for Funded Applications (ROUND 2: April 22, 2005 through August 12, 2005)</b>		
<input type="checkbox"/> Finalize Conservation Plans for selected applications.	<b>NRCS Field Office and Applicant</b>	July 22, 2005
<input type="checkbox"/> Develop contracts (CCC-1200) and Conservation Plan and Schedule of Operations (AD-1155 and obtain Applicant's signature on Block 10 of ProTracts generated CCC-1200.	<b>NRCS Field Office and Applicant</b>	August 2, 2005
<input type="checkbox"/> Forward an electronic version of the contract (CCC-1200) and conservation plan and schedule of operations (AD-1155) to the Pacific Basin Area Office for review and signature by the State Resource Conservationist. NOTE: Regional Assistant Chief shall approve or disapprove within 30 calendar days of submission any contract greater than \$100,000.	<b>NRCS Field Office</b>	August 9, 2005
<input type="checkbox"/> Return signed contracts to Field Office with status report	<b>Pacific Basin Area Office</b>	August 11, 2005
<input type="checkbox"/> Send contract approval letter to Applicants.	<b>NRCS Field Office</b>	August 12, 2005
<b>STEP 5. Implement Practices (ROUND 2: April 22, 2005 through August 12, 2005)</b>		
<input type="checkbox"/> Participant implements practices after receiving official contract approval letter.	<b>Participant</b>	